

# Transfer Request Create – PLCO/Support PLCO/DoD Screener

## Reference Guide

Homepage

GFP Module

Plant Clearance

My Cart

This guide demonstrates how to Create a Transfer Request from Established Case line items as a Plant Clearance Officer/Support Plant Clearance Officer/DoD Screener. Plant Clearance Officers (PLCO)/Support PLCOs will create Transfer Requests on behalf of GSA/NASA. DoD Screeners will create Transfer Requests on behalf of the DoD.

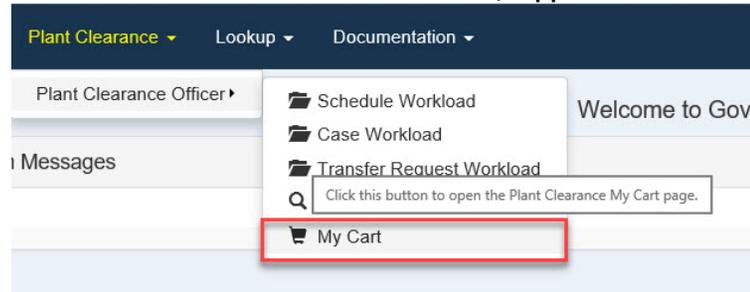
### Roles

The role required to Create a Transfer Request from Established Case line items in the GFP Module.

- Plant Clearance Officer
- Support Plant Clearance Officer
- DoD Screener

### Navigation

Log into PIEE as a Plant Clearance Officer, Support Plant Clearance Officer, or a DoD Screener and access the GFP module. In the GFP module go to **Plant Clearance > Plant Clearance Officer/Support Plant Clearance Officer/DoD Screener > My Cart**.



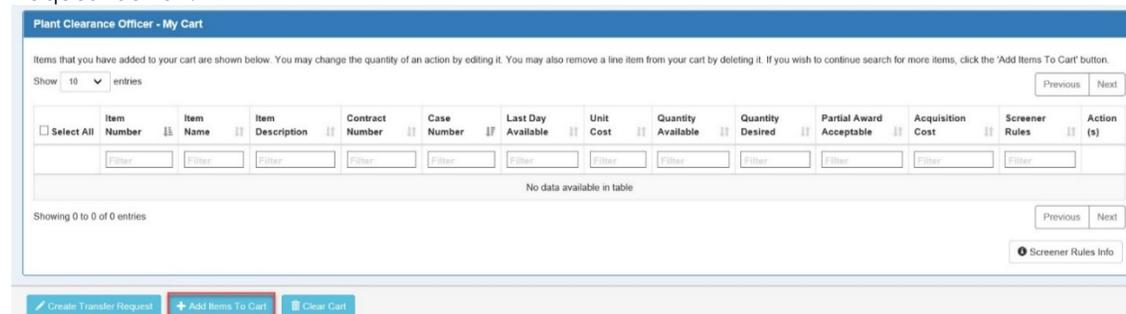
### Screener Rules

Screener Rules dictate who and for long users may view the line item inventory:

- 001 – Standard Screening (WWW for 20 days, followed by GSA for 26 days)
- 002 – Special Screening (WWW for 20 days)
- 006 – GSA-Only Screening (GSA for 26 days)
- 999 – No Screening

### My Cart

The My Cart functions like a shopping cart where users add line items from the inventory into it to create a Transfer Request from one to many line items. If the cart is empty, click the Add Items To Cart button at the bottom of the screen. Otherwise, select line items and click the Create Transfer Request button.



The Inventory Search Criteria screen will allow users to narrow the search of line items to view. Users are required to fill in at least one input field.

**Inventory Search Criteria:**

- Case Number
- Case Establish Date (Start)
- Case Establish Date (End)
- Contract Number
- Contract Order Number
- Schedule Reference Number
- Item Name
- Item Description
- FSC
- LSN
- NSN
- Part No.
- Property Classification
- Condition Code
- Manufacturer Name
- Manufacturer CAGE
- Contractor CAGE
- Plant Clearance Officer Last Name

After entering search criteria click the Search Button to continue.

**My Cart –  
Inventory  
Search Criteria**

**Plant Clearance Officer - Inventory Search Criteria**

You are required to fill in at least one input field.

Case Number  Case Establish Date (Start)  Case Establish Date (End)

Contract Number  Contract Order Number  Schedule Reference Number

Item Name  Item Description

FSC  LSN

NSN  Part No.

Property Classification  Condition Code

Manufacturer Name  Manufacturer CAGE  Contractor CAGE

Plant Clearance Officer Last Name

On the Inventory Search Results screen all line items fitting the search criteria will be displayed to the users.

Plant Clearance Officer - Inventory Search Results

INFO: The search returned more than 9 line items. The first 9 have been returned. Add additional search criteria to limit the results to less than 9 items.  
You will see available items in our inventory. For the screener, the last day available is 21 days after case is established.

Show 10 entries Previous 1 Next

<input type="checkbox"/> Select All	Case Number	Schedule Number	Item Number	Item Name	Item Description	Contract Number	Last Day Available	Unit Cost	Quantity Available	Quantity Desired	Partial Award Acceptable
	<input type="text" value="Filter"/>										
<input type="checkbox"/>	FU4417-00120	02LU7-001	1	0001	footballs	092120JAGGER	2020/11/18	5	30	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	FU4417-003320	06481456724353245345	1	Item Name	Item Desc	TESTACCEPT	2020/11/24	9	9	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	FU4417-004820	06481546762363456745	1	Item Name	Item Description	TESTFMSALLOCABLE	2020/11/29	199.99	9	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	S0512A-001120	0648100	1	Orangess	gsshshsfsg	0804	2020/11/19	5	1000	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	S0512A-00120	06481145727	1	paper	paper	FA488517P0002	2020/11/18	5	3	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	S0512A-001220	06481-00000000000000	1	Just testing	Item Description	0648119G1003	2020/11/23	1	10	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	S0512A-00320	06481-32	1	Line Item 1	first one	12341	2020/11/18	3	0	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	S0512A-00420	064812938402390001	1	0001	test	HQ033920L0922	2020/11/18	345	0	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	S0512A-00420	064812938402390001	2	0002	test	HQ033920L0922	2020/11/18	345	0	<input type="text"/>	<input type="checkbox"/>

### My Cart – Search Results

From the list select line items by clicking the checkbox on the left or the Select All checkbox. Quantity Desired will default to the max available, but it may be altered, and the Partial Award Acceptable checkbox must be checked for anything less than the max available.

After selecting all desired line items click the Add Items To Cart button at the bottom of the screen to continue.

Plant Clearance Officer - Inventory Search Results

INFO: The search returned more than 9 line items. The first 9 have been returned. Add additional search criteria to limit the results to less than 9 items.  
You will see available items in our inventory. For the screener, the last day available is 21 days after case is established.

Show 10 entries Previous 1 Next

<input type="checkbox"/> Select All	Case Number	Schedule Number	Item Number	Item Name	Item Description	Contract Number	Last Day Available	Unit Cost	Quantity Available	Quantity Desired	Partial Award Acceptable
	<input type="text" value="Filter"/>										
<input checked="" type="checkbox"/>	FU4417-00120	02LU7-001	1	0001	footballs	092120JAGGER	2020/11/18	5	30	<input type="text" value="1"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	FU4417-003320	06481456724353245345	1	Item Name	Item Desc	TESTACCEPT	2020/11/24	9	9	<input type="text" value="1"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	FU4417-004820	06481546762363456745	1	Item Name	Item Description	TESTFMSALLOCABLE	2020/11/29	199.99	9	<input type="text"/>	<input type="checkbox"/>
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<input type="checkbox"/>	S0512A-00120	06481145727	1	paper	paper	FA488517P0002	2020/11/18	5	3	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	S0512A-001220	06481-00000000000000	1	Just testing	Item Description	0648119G1003	2020/11/23	1	10	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	S0512A-00320	06481-32	1	Line Item 1	first one	12341	2020/11/18	3	0	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	S0512A-00420	064812938402390001	1	0001	test	HQ033920L0922	2020/11/18	345	0	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	S0512A-00420	064812938402390001	2	0002	test	HQ033920L0922	2020/11/18	345	0	<input type="text"/>	<input type="checkbox"/>

With items in the Cart select the checkbox for the desired line items for the Transfer Request. The line items may be edited to change the quantity desired by clicking the Edit button in the Action(s) column. Line items may also be deleted from the Cart. Click the Create Transfer Request button to being the Transfer Request process.

### My Cart – Create Transfer Request

**Plant Clearance Officer - My Cart**

Items that you have added to your cart are shown below. You may change the quantity of an action by editing it. You may also remove a line item from your cart by deleting it. If you wish to continue search for more items, click the 'Add Items To Cart' button.

Show 10 entries Previous 1 Next

<input checked="" type="checkbox"/> Select All	Item Number	Item Name	Item Description	Contract Number	Case Number	Last Day Available	Unit Cost	Quantity Available	Quantity Desired	Partial Award Acceptable	Acquisition Cost	Screener Rules	Action(s)
	<input type="text" value="Filter"/>												
<input checked="" type="checkbox"/>	1	Item Name	Item Desc	TESTACCEPT	FU4417-003320	2020/11/24	9	9	1	Yes	9	001 - Standard Screening	<a href="#">Edit</a> <a href="#">Delete</a>
<input checked="" type="checkbox"/>	1	0001	footballs	092120JAGGER	FU4417-00120	2020/11/18	5	30	1	Yes	5	002 - Special Screening	<a href="#">Edit</a> <a href="#">Delete</a>

Showing 1 to 2 of 2 entries Previous 1 Next

[Screener Rules Info](#)

[Create Transfer Request](#) [+ Add Items To Cart](#) [Clear Cart](#)

### Transfer Request – Header Tab

The Transfer Request – Header will be displayed with fields that will be required.

#### Requester (From)

- DoDAAC
- Org Name
- Address (sub fields are collapsed by default)
- POC Name \*
- POC Phone \*
- POC Email

#### Ship To:

- DoDAAC\*
- Name \*
- Mark For
- Address (sub fields are collapsed by default)
- POC Name \*
- POC Phone \*
- POC Email

#### Additional Information:

- Packing, Crating & Handling Appropriations \*
- Transportations Appropriations \*
- Date Material Req'd \*
- GSA Transfer Order Number

Requestor Remarks

Plant Clearance Officer - Create Transfer Request

Header Line Item

Requestor (From)

DoDAAC

Org Name

Address +

POC Name \*

POC Phone \*

POC Email

Ship To

DoDAAC \*

Name \*

Mark For

Address +

POC Name \*

POC Phone \*

POC Email

Additional Information

Packaging, Crating & Handling Appropriations \*

Transportation Appropriations \*

Date Material Req'd \*

GSA Transfer Order Number

Requestor Remarks

The Ship To has a Same as From button that will populate the data from the Requestor (From) section.

Transfer Request – Line Item Tab

The Line Item tab will display all selected line items that are being requested by the user. Line Item information is viewable by clicking the View link in the Action(s) column.

**Plant Clearance Officer - Create Transfer Request**

Header **Line Item**

**Line Item Details**

Show  entries Previous **1** Next

Case Number	Schedule Number	Item Number	Item Name	Item Description	Partial Award Acceptable	Quantity Available	Unit Cost	Quantity Desired	Action (s)
<input type="text" value="Filter"/>									
FU4417-00120	02LU7-001	1	0001	footballs	Y	30	5	1	<a href="#">View</a>
FU4417-003320	06481456724353245345	1	Item Name	Item Desc	Y	9	9	1	<a href="#">View</a>

Showing 1 to 2 of 2 entries Previous **1** Next

\* = Required Fields.

After reviewing all of the information click the Submit button at the bottom of either the Header or Line Item tabs.

**Transfer Request – Submit**

**Plant Clearance Officer - Create Transfer Request**

Header **Line Item**

**Requestor (From)**

DoDAAC  Org Nar

**Address +**

POC Name \*  POC Ph

**Ship To**

**INFO:** Address information has been populated using the Ship To DoDA

DoDAAC \*  Name \*

After clicking the Submit button, a Confirm Submission window will pop-up.

### Confirm Submission

Are you sure you want to submit this transfer request to the Plant Clearance Contracting Officer?

Click the OK button to continue with submission of the Transfer Request to the PLCO users for the selected line items.

A Success Screen will be displayed with Transfer Request Number(s), Case Number(s), and the PLCO(s) for each line item selected and Info messages for the emails being sent. The Transfer Requests will appear in the PLCOs' Transfer Request Workflow folder to accept or reject.

Submitted Transfer Requests may be canceled by the user that created the Transfer Request or PLCOs assigned the case, or Support PLCOs with the assigned Case's DoDAAC.

### Transfer Request – Success

#### Plant Clearance Officer - Plant Clearance Transfer Request

The Plant Clearance Transfer Request(s) were successfully Submitted.

Transfer Request Number	Case Number	Plant Clearance Officer
02LU7-R00012	FU4417-00120	[Redacted]
06481-R00041	FU4417-003320	[Redacted]

INFO: Email sent to Plant Clearance Officer for 02LU7-R00012: let [Redacted]

INFO: Email sent to Plant Clearance Officer for 06481-R00041: pg [Redacted]